

# THE LIVINGSTON JOB SERVICE PRESENTS LIVINGSTON MONTANA'S PREMIER CAREER FAIR

Park County Fairgrounds, 11:00am – 3:00 pm, Tuesday, April 21, 2009

This agreement is made on (date) \_\_\_\_\_ by and between the Livingston Job Service, a nontransferable agreement to lease exhibit space with:

Company Name \_\_\_\_\_ Contact Person \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_ Telephone \_\_\_\_\_ Fax \_\_\_\_\_

## WE PROVIDE

- Table
- Chairs
- Table covering
- Electrical Connection

## YOU NEED

- Recruitment materials
- Electrical cords (if needed)
- Promotional items
- Educational literature
- Computer, projector, etc... (if needed)

### Special Services Available (check all that apply):

- ☐ Electrical outlets needed ☐ Electrical outlets **NOT** needed
- ☐ Don't need table, have floor display

Please identify any other special needs to help us to meet your needs (such as special height requirements, extra seating, etc.): \_\_\_\_\_

## Cost is \$50.00 per employer booth

includes Refreshments and all provisions listed above

To pay by check, please make payable to: Livingston JSEC-Job Fair

and mail payment to: Livingston Job Service Workforce Center, 220 East Park Street, Livingston, MT 59047

To pay by credit card, please call the Livingston Chamber of Commerce at (406) 222-0851.

**Please note that there is an additional \$5.00 handling fee for credit card orders.**

**Terms:** The balance is due on or before April 17, 2009 and is nonrefundable. All spaces available after April 3, 2009 require a 100% non-refundable payment upon reservation. Parties who make reservations after April 3, 2009 may not have their information published in any marketing or advertising material. Please read and sign the Career Fair guidelines and submit them with this application, as soon as possible.

Authorized & Signed by: \_\_\_\_\_

Please sign and return to: Livingston Job Service, Attn: Gail Habener

Email: [ghabener@mt.gov](mailto:ghabener@mt.gov) Fax: (406)222-1593

Mail: 220 East Park Street, Livingston, MT 59047



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## **Exhibits**

The installation of exhibits begins at 10:00 am on April 21, 2009 and must be paid for in full with set up complete by 10:45 am. Exhibits must be removed by 4:00 pm on April 21, 2009. Exhibits will not be permitted to leave the building at any time after installation until the final closing time of the Fair. All signs must be done in a professional manner. Exhibitors will be asked to remove signs which look amateurish and detract from the overall professionalism of the Fair. It is the purpose of the Fair and understood by the exhibitor, that only services and products that are pertinent to employment and training shall be displayed, demonstrated, or explained. Each exhibit will comply with and conform to the laws of the United States and the State of Montana and with all the ordinances and regulations of Park County. All exhibits must remain in the confines of their own space. Exhibits will be staffed during all hours of the event. Selling products over-the-counter on a carry out basis is prohibited without prior written approval. An exhibitor shall not assign, sublet, or apportion the whole or any part of the space allotted to him/her. Each exhibitor is responsible for any damage he/she or his/her employees may cause to the premises of the Park County Fairgrounds.

## **Sound Control**

Speakers, radios, television sets, and the operation of any equipment, are permitted but must be kept to a volume that does not annoy neighboring exhibitors or attendees.

## **Distribution of Literature and Souvenirs**

Printing, advertising, souvenirs, etc. may be distributed by exhibitors from the assigned space only. Any souvenir or advertising that is of an objectionable or undignified character will not be permitted. Souvenirs will not be of noise-making or sticker variety. All such gifts are subject to the approval of Livingston Job Service officials.

## **Unoccupied Space**

If an exhibitor fails to occupy space constrained for, or fails to comply in any other respect with terms of this Fair agreement, Job Service officials have the right to rent such space to any other applicant without releasing the exhibitor from paying the sum agreed upon in his Fair contract.

## **Liability**

Neither the Livingston Job Service, the employees thereof, their representatives or assigns, will be responsible for any injury, loss or damage that may occur to the exhibitor.

## **Booth Assignments**

Livingston Job Service management reserves the right to change or alter space assignment and floor plan, at their sole discretion for the best interest of the show.

## **Amendments**

Livingston Job Service officials shall have full power to interpret and so make or amend these rules. Wherever these rules do not cover, the Livingston Job Service reserves the right to make such rulings as may appear to be in the best interest of the event and the exhibitor agrees to accept and abide by such rulings.

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I/We have read and understand the Fair Guidelines and agree to abide by the terms and conditions as set forth by the Livingston Job Service and agree to hold harmless the same, its officers, employees, representatives, and assigns from any claims or liability or damages to persons or personal property as a result of entering into this agreement for Career Fair 2009.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Company Name: \_\_\_\_\_